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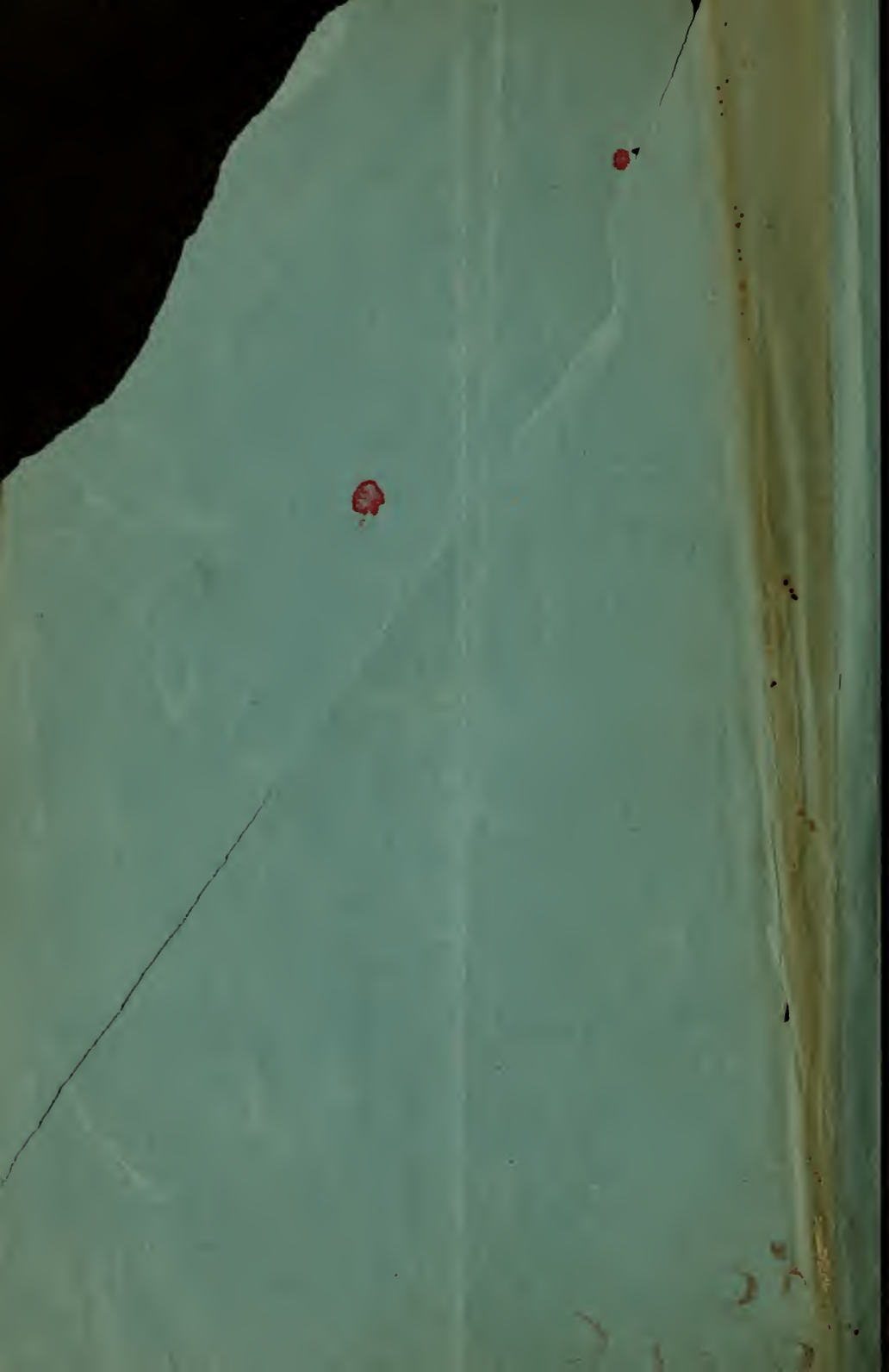
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RULES AND REGULATIONS



FOR THE

GOVERNMENT AND DISCIPLINE

OF THE

STATE PRISONS

OF

THE STATE OF NEW YORK.

*(State) Inspector of*

*state prisons.*

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ADOPTED JANUARY 20, 1848.  
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AUBURN, N. Y.  
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AT a Meeting of the Inspectors of State Prisons, held at the  
Auburn Prison, January 20th, 1848—

*Present*—DAVID D. SPENCER, President, ISAAC N. COMSTOCK  
and JOHN B. GEDNEY.

The following RULES AND REGULATIONS for the Government  
and Discipline of the State Prisons of the State of New York,  
prepared in pursuance of the 4th sub-division of Sec. 34 of the act  
for the better regulation of County and State Prisons, were adopt-  
ed, and the Agent of the Auburn Prison directed to procure the  
publication of an edition sufficient for the supply of each of the  
said Prisons.

WM. ANDREWS, *Clerk.*



## RULES AND REGULATIONS.



### POWERS AND DUTIES OF THE AGENT.

I. It shall be the duty of the Agent to attend to the fiscal and business concerns of the prison; to make, under the direction of the Inspectors, all contracts for the employment of convicts, and to furnish the necessary supplies for their support; to superintend all the manufacturing and mechanical business that may be carried on by the State within the prison, and to sell and dispose of the articles so manufactured for the benefit of the State.

II. He shall report monthly to the Inspectors an account of all moneys received and disbursed by him on account of the prison, and shall annually close his account on the last day of September, and render to the Comptroller an account current of all receipts and disbursements by him on account of said prison, with the vouchers therefor, together with an inventory of property on hand, as required by sub-division 14 of Sec. 34, of the Act "for the better regulation of the County and State prisons," passed Dec. 14th, 1847.



## POWERS AND DUTIES OF THE WARDEN.

I. It shall be the duty of the Warden to reside in, and attend constantly at the prison.

II. To attend to, and enforce the rules and regulations for the government and discipline of the convicts, and to see that the Keepers and Guard faithfully discharge their respective duties in obedience to the same.

III. To keep a daily journal of all infractions of the rules by the Keepers and Guard, and to record all reports of punishments inflicted upon the convicts by the Keepers, stating the offence for which the same was inflicted, with the kind and amount of punishment.

IV. To examine daily into the state and condition of the prison, and into the health and safe keeping of the convicts, and to inquire into the justice of any complaints made by the convicts relative to their provisions, clothing, bedding and treatment by the Keepers, contractors or foremen.

V. To see that a reasonable amount of labor in the several departments, as designated by the Agent, be performed by the convicts.

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## DUTIES OF THE CLERK.

The Clerk shall act as an assistant to the Agent in the discharge of his financial duties.

It shall be his duty to attend daily, during proper business hours, at the prison.

He shall keep all accounts of the financial transactions of the prison, and shall register all convicts when



received, and enter their discharge when released from prison.

He shall act as Clerk to the Board of Inspectors, and record the minutes of their proceedings, and shall do such other writing as shall reasonably be required of him by the Inspectors, Agent or Warden, relating to the prison. He shall have the care and custody of all the books and papers of the prison.

He shall aid the Agent in the purchase of supplies, when required, for the use of the prison, pay for and take vouchers for the same in the name of the Agent.

He shall issue tickets of admission to persons visiting the prison, and account daily to the Agent therefor.

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#### DUTIES OF THE PHYSICIAN.

It shall be the duty of the Physician to attend personally at the prison immediately after the morning relief, every morning; to receive the reports from the several Keepers, by the Hospital Steward, of convicts who are ill; to examine and prescribe medical treatment, as may be required by their several cases; repeating his visits though the day, and at all times when the condition of the sick require it; and when sent for, to repair immediately to the prison, to the exclusion of all other professional engagements or business.

He shall, from time to time, and as often as may be necessary, furnish the Agent or Steward a memorandum of such medicines, provisions and other supplies as may be required for the Hospital.

He shall keep a register, to be designated "Hospital Register," in which he shall keep a daily record as required by sub-division 2 of Sec. 63, of the Prison Act.

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#### DUTIES OF THE CHAPLAIN.

It shall be the duty of the chaplain to conform, in all cases, to the general rules and regulations of the prison, subject to the control of the Warden as to his intercourse with the convicts during working hours.

He shall attend Chapel service every Sabbath; also the Sunday school, which shall be under his care and management.

It shall be his province, and privilege, to visit the convicts at all times, (except when at work,) in their cells, and in the Hospital, administering to them such moral and religious instruction and consolation as may be best calculated to promote their subordination, reformation and spiritual welfare.

He shall not furnish them any information or intelligence except such as shall be permitted by the Warden, or one or more of the Inspectors, in relation to secular matters. He shall at all times endeavor to impress upon them the justice of their punishment, the necessity of amendment, and a strict conformity to the rules of the prison.

It shall be his duty to correspond with the friends and relatives of the convicts by Letter, when required by the Warden, or an Inspector, who shall judge of the necessity or propriety of such correspondence.

## DUTIES OF KEEPERS.

Keepers act as immediate agents of the Warden, in enforcing the police and discipline of the prison, and in carrying into effect the intentions of the law, for the punishment of convicts in prison.

At all times, while within the prison walls, they are to consider themselves subject to the rules and regulations adopted for the government of the prison; and when on duty, are to govern themselves in strict conformity thereto.

It shall be their duty—

To attend at the prison at the opening thereof, and not to absent themselves therefrom on any pretence, or cause, during prison hours, except by permission of the Warden, and except to obtain their meals, at such hours as shall be designated by the Warden.

Nor shall any Keeper leave his shop, or station, in any part of the prison, without leave of the Warden, except upon urgent necessity; but before leaving his shop, or station, shall procure a Keeper doing relief duty, to take charge of his shop while absent.

Every Keeper shall, upon entering or leaving the prison, make the usual designation upon the Duty Roster, in the Keepers' Hall, so that at all times the said Roster shall show where every Keeper then is.

While within the prison, Keepers are to refrain from singing, whistling, scuffling, immoderate laughter, boisterous conversation, exciting discussions upon politics, religion, or other subjects; provoking witticisms or sarcasms, and all other acts calculated to disturb the harmony and good order of the prison.

In their intercourse among themselves, the officers

of the prison are at all times to treat each other with that mutual respect and kindness that become gentlemen and friends; and are required to avoid all collisions, jealousies, separate and party views and interests among themselves; and are strictly forbidden to treat each other with disrespect, or any ungentlemanly epithet in the presence of convicts.

It is their duty to cultivate an ardent zeal to promote the best interests, and advance the reputation of the institution; and to use their united exertions and talents for the public good.

Keepers shall not, while on duty, hold conversations with each other, nor with contractors or their foremen, except such as may refer to the discharge of their duties, and business under their charge and management.

Neither shall they be engaged, while so on duty, in reading, writing, (other than making necessary entries,) or in any other employment calculated to interfere with constant watchfulness and vigilance.

Neither shall they take into the shops, sleeping, or any other departments of the Prison, any paper, (other than necessary for shop use,) letters, newspapers or books.

No Keeper shall say any thing in respect to the police of the Prison in the presence of convicts, except in the way of directing them in their duty, or admonishing them for their misconduct.

Neither shall any officer, under any circumstances, hold common-place conversation with convicts, nor make any inquiries of them relative to their former situations, and circumstances and history; nor shall they allow them to speak to them upon such subjects, or upon any subject not immediately connected with their duty, employment, or wants.

Keepers (as well as all other prison officers) are prohibited by law, from being "directly or indirectly interested in any contract, purchase or sale, for, by, or on account of the prison, under the penalty of two hundred and fifty dollars."

They are not to appropriate to their own use, any property of the State in the prison, however small in value; nor are they to have any articles, goods or wares, made for them, except by the contractors, and are not to employ, under any pretence, any convict to work for them.

No ardent spirits, wines, strong beer, or ale, are upon any occasion, to be used by any officer, contractor or foreman, in or about the prison, neither are they to suffer any other person to bring the same, when known to them, within the prison walls; except for the hospital to be used for medicine, under the directions of the Warden and Physician.

No Keeper shall send convicts to the hospital, except at the usual hour in the morning, or give medicine to them, without orders from the Warden or Physician.

Each Keeper shall keep a list of the men under his charge, with the number of the cell in which each convict sleeps, opposite his name; and upon locking up at night, shall note the absence of any convict from his cell, and report the same to the Warden immediately thereafter.

Each Keeper shall keep a book containing the names of the men under his charge, with a table of their labor, in which he shall enter daily the labor performed, with the prices therefor, and shall report at the end of each month, to the Clerk, the amount earned, and chargeable to contractors, for the labor of the convicts.

Keepers shall keep the convicts under their charge,



diligently at work, in the several occupations in which they are employed.

They shall not permit them to hold any conversation with each other, or with any person whatever; nor to communicate with each other by signs or signals.

They shall use their utmost endeavors to enforce perfect non-intercourse, and an observance of all the rules and regulations necessary for their government.

They shall require the greatest possible cleanliness in the convicts, their persons and clothing, and in their working and sleeping apartments.

They shall suppress all levity, indecency and passion in convicts; and require from them an uniform, sober, orderly and humble deportment.

They shall instruct them in all the rules of the Prison necessary for their government; and admonish them upon the least appearance of insubordination; and punish them for offences, with discretion and calmness.

For all violations of the rules, and neglect of duty, they shall punish them by solitary confinement or in such other manner, not inconsistent with the provisions of the law, as the Warden shall direct.

Keepers shall not punish any convicts, other than those under their immediate charge; and Keepers during relief duty, in any shop or department, are not to punish convicts for offences committed while the regular shop keeper is absent, except in self-defence, or to quell insurrections, but are to report such offences to the regular shop keeper immediately on his return, in order that he may investigate the case, and inflict the punishment, if necessary.

They shall report daily to the Warden, in writing, every case of punishment they inflict, stating the crime

of the convict, the offence, and the kind and quantity of punishment.

They shall not punish or strike a convict with a cane or stick, or with the fist or feet, or any other weapon, unless it be in self-defence, or to quell insurrection.

Any abuse of the foregoing powers, or violation of requirements, rules or regulations, in any person attached to the prison, which shall come under the observation of any other officer, shall be reported by such officer to the Warden, in order that he may investigate the same, and apply the proper corrective.

Keepers, during relief duty, when not relieving the regular shop Keepers, are to repair to the avenues of the shops where they relieve; and are there to continue their inspection of the convicts within such shops; and employ themselves faithfully and constantly in that duty. Conversation, or any other employment in the avenues, is strictly prohibited.

In general, it shall be the duty of the Keepers to aid and assist the Warden in the discharge of those duties imposed upon him by the laws, in the government and discipline of the prison; to enforce that discipline with firmness, but with humanity.

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#### DUTIES OF GUARD.

They shall attend at the prison during all prison hours; and when not on duty on the walls, or at the gates, they are to repair to the Keepers' Hall, and there remain until otherwise directed; and when required by



the Warden, they shall assist in discharging the duties of Keepers.

They shall not allow any person to go on to the walls, or into the prison, without permission from the Warden, Agent, or Clerk, or under regulations established by them.

They shall not permit any intoxicated or riotous persons to pass into the prison, nor any person to pass through the door of the Keeper's Hall into the prison, without permission as above.

They shall not have intercourse or control of any kind with and over convicts, other than is necessary to prevent their escape, except when discharging the duties of Keepers; and shall not suffer them to pass except in charge of a proper officer.

They are not to leave their posts on any pretext, without being relieved, and are not to go into the interior of the prison, yards, or shops, without permission from the Warden, Agent, or Clerk.

All the rules and regulations adopted for the guidance and government of Keepers, so far as the same are applicable to the Guard, shall be observed and kept, the same as though they were particularly laid down and recapitulated.

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#### DUTIES OF TEACHERS.

It shall be the duty of the Teachers to attend daily at the prison, at such hours, on week days, as shall be designated from time to time by the Warden, between the hours of six and nine o'clock, P. M., and

spend at least one hour and a half each day, Sundays excepted, in teaching such convicts as shall be designated by the Warden and Chaplain, in such branches of useful English education as the Chaplain and Warden shall direct.

Such Teachers shall comply with the rules and regulations adopted for the government of the prison; they shall hold no conversation with, nor have any other intercourse with the convicts, than shall be necessary and proper in imparting such instruction; nor shall they receive from, or confer any presents, nor have any dealings with the convicts, nor take and convey from them any letters to their friends or others, nor write or otherwise become the medium of communication between the convicts and their friends, in or out of the prison.

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#### MATRONS.

The rules and regulations adopted for the government of the Keepers, shall apply to, and be observed by the Matron and her Assistants at the Sing Sing Prison, as far as the same is practicable.

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#### AGENT OF CLINTON PRISON.

The Agent of the Clinton Prison shall observe the rules and discharge the duties of Agent and Warden, as herein prescribed and required.

## DUTIES OF CONTRACTORS.

Contractors, their agents and foremen, shall hold no intercourse with any convicts, other than those employed and superintended by them; nor upon any subject whatever, other than the business carried on by them, except in presence of the Keeper.

They are to confine themselves strictly to their business, and are not to leave the shops where their business is so carried on, to visit any other parts of the prison.

Their intercourse with the officers of the prison, shall be such only as is necessarily connected with the prosecution of the business under their charge.

They are not, under any circumstances, to inflict any punishment, or to enforce the discipline in any manner, upon any convict whatever.

They are to report to the Keeper having charge of the convicts in their department, all violations of the rules and regulations of the prison.

No foreman shall be employed by a contractor, within the prison, without first obtaining the consent of the Warden or Inspectors, or one of them; and no person, other than the necessary foremen and clerks, shall be employed with the convicts, or in any other manner, in the prison.

So much of the foregoing rules as relate to the conduct and deportment of the officers while in the prison, their intercourse with each other, and with the convicts, are to be observed by contractors, their agents and foremen.





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